

# Performance Measures Online System User Manual



Arizona Department of Education  
Career and Technical Education

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**W**elcome to the Career and Technical Education **user manual** for our new *updated* version of the online **Performance Measures** system! This user manual is intended to be your guide through **our online system** on the **World Wide Web**.

The online **Performance Measures** system will allow all schools to send their **enrollment, placement, concentrator and Basic Grant coherent sequence information** directly to ADE via the World Wide Web. Schools can also generate Performance Measures reports and view their **Program Profile** of active and inactive programs using this online system. Schools can [link to this new website](http://www.ade.az.gov) from the home page of the Arizona Department of Education at:

<http://www.ade.az.gov>



- A. Go to the Arizona Department of Education web site at [www.ade.az.gov](http://www.ade.az.gov)

**Arizona Department of Education Home Page - Microsoft Internet Explorer**

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Address <http://www.ade.az.gov/> Go Links

**ARIZONA DEPARTMENT OF EDUCATION**

**SUPERINTENDENT TOM HORNE**

KEYWORD SEARCH:  GO

[Home](#) [A-Z Services](#) [SAIS](#) [Common Logon](#)

<b>Superintendent Tom Horne</b> Horne's Speeches & Articles Find a School Top Arizona Schools School/Dist/AZ Report Cards Programs Teacher Certification Standards Accountability Board of Education Procurement/Financial Svcs Employment Opportunities Contact ADE About ADE Charter Schools County Agencies ADE External Guidelines A-Z Services	<b>HOT TOPICS</b> <a href="#">2007 AYP School Determinations</a> <a href="#">2007 AZ LEARNS Achievement Profiles</a> <b>New</b> <a href="#">2007 MEGA Conference - December 10-12, 2007</a> <b>New</b> <a href="#">2007-2008 U.S. Senate Youth Program</a> <a href="#">AIMS HS Released Items</a> <b>New</b> <a href="#">AIMS Test Results</a> <a href="#">Approved Revised State Equity Plan</a> <a href="#">ADE Comprehensive Professional Development/Technical Assistance Catalog</a> <a href="#">Approved Revised State Plan for Highly Qualified Teachers</a> <a href="#">Arizona English Language Learners</a> <a href="#">E-Learning Task Force</a> <a href="#">Formative Assessment Item Bank</a> <a href="#">Government Information Technology Agency (GITA) Policies, Standards, and Procedures</a> <a href="#">Honors Endorsement/Tuition Waiver</a> <a href="#">Horne Letter to Congress</a> <a href="#">Horne Responds to Goldwater Institute Regarding Educational Statistics</a> <b>New</b> <a href="#">IDEAL - New section: Content-Rich Support Materials</a> <a href="#">Memo: Appropriately Certified Teachers 5/30/07</a> <a href="#">No Child Left Behind</a> <a href="#">Office of English Language</a>	<b>NEWS &amp; EVENTS</b> <a href="#">11-15-2007:Sophomores: AIMS Testing Tips for Spring 2008</a> <a href="#">10-12-2007:Arizona Schools Chief Tom Horne Releases AZ LEARNS Profiles: English Language Learners Part Of The Formula For The First Time Attachment</a> <a href="#">09-25-2007:Arizona Schools Chief Tom Horne Announces Improvement In Percent of Arizona Students Scoring "Basic" Or Better On NAEP Test</a> <a href="#">09-13-2007:Arizona Schools Chief Tom Horne Supports "Toe Tag Project" In Educating High School Drivers On The Dangers of Distracted Driving</a> <a href="#">09-13-2007:Horne Announces English Language Learner (ELL) Models Adopted Today By Task Force</a>
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## B. Click on Programs

The screenshot shows the Arizona Department of Education Home Page in Microsoft Internet Explorer. The browser window title is "Arizona Department of Education Home Page - Microsoft Internet Explorer". The address bar shows "http://www.ade.az.gov/". The page features a banner with a photo of Superintendent Tom Horne and the text "ARIZONA DEPARTMENT OF EDUCATION" and "SUPERINTENDENT TOM HORNE". Below the banner is a navigation bar with links: "Home", "A-Z Services", "SAIS", and "Common Logon".

The left sidebar contains a list of links, with "Programs" highlighted by a red circle and a red arrow pointing to it. The sidebar links include:

- Superintendent Tom Horne
- Horne's Speeches & Articles
- Find a School
- Top Arizona Schools
- Schools by AZ Report Cards
- Programs**
- Teacher Certification
- Standards
- Accountability
- Board of Education
- Procurement/Financial Svcs
- Employment Opportunities
- Contact ADE
- About ADE
- Charter Schools
- County Agencies
- ADE External Guidelines
- A-Z Services

The main content area is divided into three sections:

- HOT TOPICS**:
  - 2007 AYP School Determinations
  - 2007 AZ LEARNS Achievement Profiles **New**
  - 2007 MEGA Conference - December 10-12, 2007 **New**
  - 2007-2008 U.S. Senate Youth Program
  - AIMS HS Released Items **New**
  - AIMS Test Results
  - Approved Revised State Equity Plan
  - ADE Comprehensive Professional Development/Technical Assistance Catalog
  - Approved Revised State Plan for Highly Qualified Teachers
  - Arizona English Language Learners
  - E-Learning Task Force
  - Formative Assessment Item Bank
  - Government Information Technology Agency (GITA) Policies, Standards, and Procedures
  - Honors Endorsement/Tuition Waiver
  - Horne Letter to Congress
  - Horne Responds to Goldwater Institute Regarding Educational Statistics **New**
  - IDEAL - New section: Content-Rich Support Materials
  - Memo: Appropriately Certified Teachers 5/30/07
  - No Child Left Behind
  - Office of English Language
- NEWS & EVENTS**:
  - 11-15-2007:Sophomores: AIMS Testing Tips for Spring 2008
  - 10-12-2007:Arizona Schools Chief Tom Horne Releases AZ LEARNS Profiles: English Language Learners Part Of The Formula For The First Time Attachment
  - 09-25-2007:Arizona Schools Chief Tom Horne Announces Improvement In Percent of Arizona Students Scoring "Basic" Or Better On NAEP Test
  - 09-13-2007:Arizona Schools Chief Tom Horne Supports "Toe Tag Project" In Educating High School Drivers On The Dangers of Distracted Driving
  - 09-13-2007:Horne Announces English Language Learner (ELL) Models Adopted Today By Task Force

C. Click on the Career and Technical Education link.

**Arizona Department of Education Home Page - Microsoft Internet Explorer**

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Address <http://www.ade.az.gov/> Go Links

**ARIZONA DEPARTMENT OF EDUCATION**

**SUPERINTENDENT TOM HORNE**

Home A-Z Services SAIS Common Logon

**Superintendent Tom Horne**  
Horne's Speeches & Articles  
Find a School  
Top Arizona Schools  
School/Dist/AZ Report Cards

**Programs**  
Teacher Certification  
Standards  
Accountability  
Board of Education  
Procurement/Financial Svcs  
Employment Opportunities  
Contact ADE  
**Career & Technical**  
Charter Schools  
County Agencies  
ADE External Guidelines  
A-Z Services

**HOT TOPICS**

2007 AYP School Determinations  
2007 AZ LEARNS Achievement Profiles **New**  
Academic Achievement  
Adult Education  
Advanced Placement  
Incentive Program (APIP)  
Arts Education  
American Indian Education  
Assessment  
AZ LEADS  
AZ LEARNS  
K-12 Literacy  
Standards-Based Best  
Career & Technical  
Character Education  
Discipline Initiative  
Dropout Prevention  
Early Childhood Education  
Educational Services  
Education Programs  
English Acquisition Services  
Gifted Education

E-Learning Task Force  
Formative Assessment Item Bank  
Government Information Technology Agency (GITA) Policies, Standards, and Procedures  
Honors Endorsement/Tuition Waiver  
Horne Letter to Congress  
Horne Responds to Goldwater Institute Regarding Educational Statistics **New**  
IDEAL - New section: Content-Rich Support Materials  
Memo: Appropriately Certified Teachers 5/30/07  
No Child Left Behind  
Office of English Language Acquisition Services (OELAS)

**NEWS & EVENTS**

11-15-2007:Sophomores: AIMS Testing Tips for Spring 2008  
10-12-2007:Arizona Schools Chief Tom Horne Releases AZ LEARNS Profiles: English Language Learners Part Of The Formula For The First Time Attachment  
09-25-2007:Arizona Schools Chief Tom Horne Announces Improvement In Percent of Arizona Students Scoring "Basic" Or Better On NAEP Test  
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09-13-2007:Horne Announces English Language Learner (ELL) Models Adopted Today By Task Force

## D. Click on Performance Measures

Career and Technical Education - Grants, Financial Information - Microsoft Internet Explorer

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Address http://www.ade.az.gov/cte/

Service, Education Professionals, and Agencies  
Reviews for those programs served by Federal funding

- Assessments, Programs of Study, Guidance Counselors, Tech Prep

Professional development opportunities

- AZ Career and Guidance resources, Grants, Secondary and Postsecondary reporting

Media Zone:

- Newsletters
- Calendars
- Upcoming Events

Facts and Figures:

- Consolidated State reports
- Perkins legislation

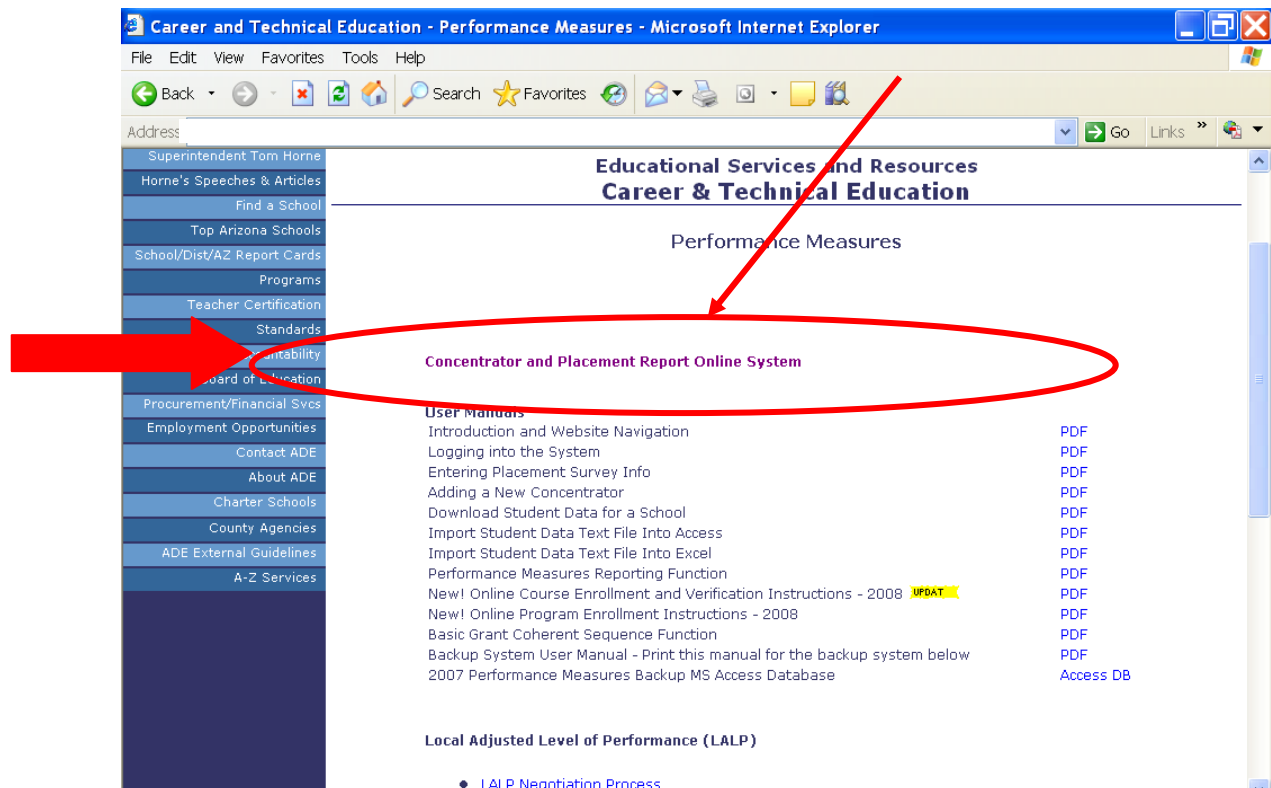
Community/Advisory Relations:

- Workforce Development
- Professional development
- CTE Student Organizations

Links:

- Assessments
- Certification
- CTE Connections
- CTE Delivery System
- CTE Programs
- CTE Student Organizations
- CTE Teams
- CTE Standards
- Enrollment Reporting Services
- Forms
- Guidance Counselors
- Handbooks, Guidelines
- Local Directors
- Performance Measures**
- Perkins
- Tech Prep
- What's New
- Workforce Development

E. Click on Concentrator and Placement Report Online System

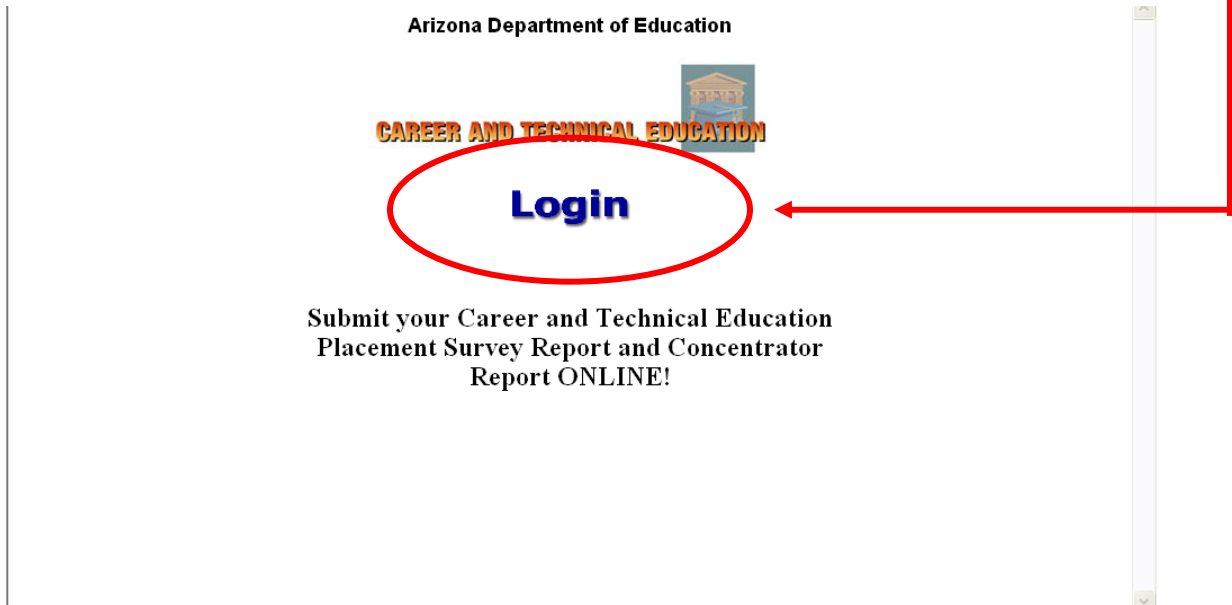


Welcome to the online system! You can enter all your Performance Measures information online. All the [User Manuals](#) for the system are located directly beneath the system link.

- Enter your Enrollment, Concentrator and Placement reports and your Coherent Sequence information.
- Review active/non-active programs via Program Profile and a history of programs at your school via Profile History
- Create Performance Measures reports and graphs
- Download Data

## Part II – Logging In To The System

Now you are ready to enter the Performance Measures on-line system.  
Please click on Login





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Arizona Department of Education  
Career and Technical Education Internet Data Reporting Application

**CAREER AND TECHNICAL EDUCATION**



Username:   
Password:

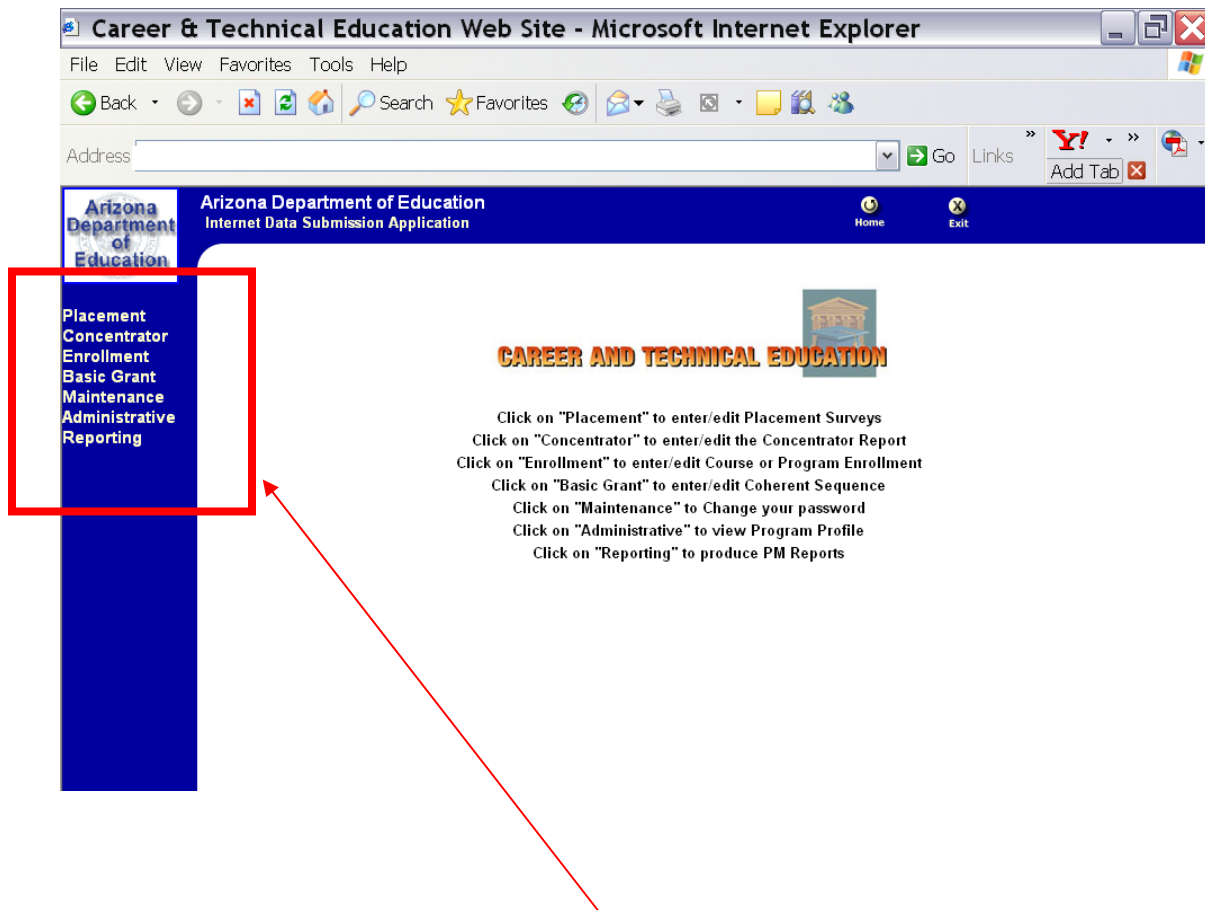
Login

**A**

**B**

**A. Enter your Username and Password**

**B. Click on Login**



**Welcome to the system! Now you can use all the functions of the online Performance Measures system that your user ID can access.**